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FM SECDEF WASHINGTON DC//OASD-PA/DPL//
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INFO RUEKJCS/SECDEF WASHINGTON DC//OASD-PA/DPL/DDI//
BT
UNCLAS SECTION 01 OF 02
SUBJECT: PUBLIC AFFAIRS GUIDANCE - COMMON ACCESS CARD

REFERENCES:

- A. NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2000
- B. DEPUTY SECRETARY OF DEFENSE (DEPSECDEF) MEMORANDUM OF 10 NOVEMBER 1999, SUBJECT "SMART CARD ADOPTION AND IMPLEMENTATION"

1. THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 2000, SPECIFICALLY SECTIONS 373-374, REQUIRED THE ESTABLISHMENT OF A SMART CARD SENIOR COORDINATING GROUP (SCSCG). THE SCSCG WAS TASKED TO DEVELOP AND IMPLEMENT DEPARTMENT-WIDE INTEROPERABILITY STANDARDS FOR USE OF SMART CARD TECHNOLOGY AND A PLAN TO EXPLOIT SMART CARD TECHNOLOGY AS A MEANS FOR ENHANCING READINESS AND IMPROVING BUSINESS PROCESSES. THE 10 NOVEMBER 1999 DEPSECDEF MEMORANDUM, SUBJECT "SMART CARD ADOPTION AND IMPLEMENTATION" DIRECTED THAT THE DEPARTMENT'S INITIAL IMPLEMENTATION OF SMART CARD TECHNOLOGY BE THE COMMON ACCESS CARD (CAC). THE CAC WILL BE THE STANDARD ID CARD FOR ACTIVE DUTY MILITARY, SELECTED RESERVES, DEPARTMENT OF DEFENSE (DOD) CIVILIAN EMPLOYEES, AND ELIGIBLE CONTRACTOR PERSONNEL. IT WILL ALSO BE THE PRINCIPAL CARD USED TO ENABLE PHYSICAL ACCESS TO BUILDINGS AND CONTROLLED SPACES AND WILL BE USED TO GAIN ACCESS TO THE DEPARTMENT'S COMPUTER NETWORKS AND SYSTEMS.

2. BACKGROUND: BEGINNING IN OCTOBER 2000, DOD WILL ISSUE THE COMMON ACCESS CARD (CAC), A "SMART CARD" CONTAINING AN INTEGRATED CIRCUIT CHIP (ICC), BAR CODES, AND A MAGNETIC STRIPE. THE CAC WILL BE THE NEW STANDARD IDENTIFICATION CARD FOR ACTIVE DUTY MILITARY PERSONNEL, SELECTED RESERVES, DOD CIVILIAN EMPLOYEES, AND ELIGIBLE CONTRACTORS. THE CAC WILL ALSO BE USED FOR PHYSICAL ACCESS TO BUILDINGS AND CONTROLLED SPACES, AND ACCESS TO COMPUTER NETWORKS AND SYSTEMS. ADDITIONAL COMPONENT-SPECIFIC USES MAY BE ADDED AS WELL. THE DOD CAC POLICY DIRECTIVE WILL PROVIDE ADDITIONAL GUIDANCE ON INDIVIDUALS' ELIGIBILITY TO BE ISSUED A CAC. THE DOD WILL ISSUE CACS TO ALL ACTIVE DUTY PERSONNEL IN THE UNIFORMED SERVICES, WHICH INCLUDES EACH OF THE MILITARY DEPARTMENTS, THE U.S. COAST GUARD, THE UNIFORMED SERVICES OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) AND THE U.S. PUBLIC HEALTH SERVICE.

3. THE PUBLIC AFFAIRS POSTURE FOR THE IMPLEMENTATION OF THE CAC PROGRAM IS ACTIVE.

4. THE FOLLOWING TALKING POINTS ARE PROVIDED FOR USE RESPONDING TO QUERY OR IN THE PREPARATION OF MATERIALS FOR INTERNAL OR EXTERNAL RELEASE:

- A. THE COMMON ACCESS CARD WILL PERFORM THE SAME FUNCTIONS, GIVE THE SAME VALUE, AND PROVIDE THE SAME BENEFITS AS THE CURRENT IDENTIFICATION CARDS; AND WILL ENABLE AND ENHANCE MULTIPLE FUNCTIONS ON A SINGLE CARD.
- B. THE COMMON ACCESS CARD WILL SAFEGUARD INDIVIDUAL PRIVACY.
- C. THE COMMON ACCESS CARD WILL BE USED TO ELIMINATE PAPER-BASED SYSTEMS AND IMPROVE EFFICIENCY.

D. THE COMMON ACCESS CARD WILL BE USED TO IMPROVE QUALITY OF LIFE AND ENHANCE READINESS.

5. THE FOLLOWING QUESTIONS AND ANSWERS ARE PROVIDED FOR USE BY COMMANDERS, PUBLIC AFFAIRS OFFICERS AND OTHER SPOKESPERSONS IN COMMUNICATING WITH INTERNAL AND EXTERNAL AUDIENCES.

Q1: WILL ALL CURRENT HOLDERS OF DOD UNIFORMED SERVICES IDENTIFICATION CARDS RECEIVE THE CAC?

A1: INITIALLY, THE CAC WILL BE LIMITED TO THE FOLLOWING POPULATIONS:

- * ACTIVE DUTY MEMBERS OF THE UNIFORMED SERVICES (TO INCLUDE THE MILITARY SERVICES, U.S. COAST GUARD, U.S. PUBLIC HEALTH SERVICE, AND THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION)
- * MEMBERS OF THE SELECTED RESERVE
- * DOD CIVILIAN AND ELIGIBLE FOREIGN NATIONAL EMPLOYEES
- * ELIGIBLE CONTRACTOR PERSONNEL SUPPORTING DOD ORGANIZATIONS AND PROGRAMS

Q2: WILL THE CAC REPLACE THE CURRENT UNIFORMED SERVICES IDENTIFICATION CARD?

A2: YES, FOR THOSE POPULATIONS IDENTIFIED IN THE PREVIOUS QUESTION. THE CAC WILL REPLACE DD FORMS 2, 2764, 2765, AND 2750 FOR MEMBERS OF THE ELIGIBLE POPULATIONS. INITIALLY, THE CAC WILL NOT BE ISSUED TO MEMBERS OF THE INDIVIDUAL READY RESERVE (IRR), THE INACTIVE NATIONAL GUARD (ING), THE STANDBY RESERVE, THE RETIRED RESERVE, OR RETIRED MEMBERS OF THE UNIFORMED SERVICES. THOSE POPULATIONS WILL CONTINUE TO BE ISSUED THE PRESENT UNIFORMED SERVICES IDENTIFICATION CARD (DD FORM 2). ALSO, THERE WILL BE NO CHANGE FOR UNIFORMED SERVICES FAMILY MEMBERS WHO WILL CONTINUE TO BE ISSUED DD FORM 1173 OR DD FORM 1173-1. THE CAC WILL REPLACE DD FORM 2765 FOR DOD CIVILIANS, ELIGIBLE FOREIGN NATIONAL EMPLOYEES, AND ELIGIBLE CONTRACTOR PERSONNEL. HOWEVER, DD FORM 2765 WILL CONTINUE TO BE ISSUED TO ALL OTHER ELIGIBLE PERSONNEL.

Q3: WILL CURRENTLY ISSUED DD FORMS 2, 2764, 2765, AND 2750 STILL BE VALID?

A3: YES, THEY WILL BE REPLACED AS THEY ARE PHASED OUT. THIS WILL HAPPEN AS THEY EXPIRE OR ARE REPLACED AND AS THE CAC IMPLEMENTATION PROGRESSES. DD FORMS 2 AND 2765 WILL CONTINUE TO BE ISSUED TO ELIGIBLE POPULATIONS THAT ARE NOT ELIGIBLE FOR THE CAC.

Q4: WILL CURRENTLY ISSUED DD FORMS 1173 AND 1173-1 (FAMILY MEMBER IDENTIFICATION CARDS) STILL BE VALID?

A4: YES. THERE ARE NO PLANS TO REPLACE THESE CARDS WITH THE CAC AT THIS TIME. THEY WILL CONTINUE TO BE ISSUED TO THEIR ELIGIBLE POPULATIONS.

Q5: WHY IS THERE NO SIGNATURE ON THE CARD?

A5: THERE IS NO EXTERNAL REQUIREMENT FOR DOD TO HAVE A SIGNATURE ON ITS ID CARD, THEREFORE THE SIGNATURE WAS ELIMINATED.

Q6: WILL PERSONNEL OR MEDICAL RECORDS BE CARRIED ON THE CAC?

A6: NO. THE CAC'S INTEGRATED CIRCUIT CHIP WILL INITIALLY BE USED ONLY TO STORE THE KEYS AND CERTIFICATES REQUIRED FOR SECURE ONLINE DATA TRANSFERS AND DATA REQUIRED FOR CARD MANAGEMENT.

Q7: WHERE DOES THE INFORMATION TO BE PLACED ON THE CAC COME FROM?

A7: THE INFORMATION WRITTEN TO THE CAC USES DATA FROM THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS). THIS IS THE SAME SOURCE USED FOR THE CURRENT UNIFORMED SERVICES IDENTIFICATION CARDS. DEERS INTERFACES WITH SEVERAL OTHER DATA SOURCES, SUCH AS THE CIVILIAN PERSONNEL MANAGEMENT SYSTEM (CPMS), TO ACT AS A CENTRAL ISSUANCE SOURCE FOR CAC DATA.

Q8: WILL BENEFITS AND PRIVILEGES CHANGE FOR INDIVIDUALS ELIGIBLE FOR THE NEW CARDS?

A8: NO. THE BENEFITS AND PRIVILEGES WILL BE THE SAME AS THOSE CONVEYED WITH THE DD FORM 1173 AND 1173-1.

Q9: ARE CIVILIANS STATIONED WITHIN CONUS GOING TO BE ABLE TO USE THE COMMISSARY AND EXCHANGE NOW WITH THE NEW CARDS?

A9: NO. THERE ARE NO PRIVILEGES ASSOCIATED WITH THE COMMON ACCESS CARD (CAC) FOR CIVILIANS WITHIN CONUS.

Q10: WILL THE CAC BE ISSUED TO ANY NEW CATEGORIES OF INDIVIDUALS WHO WERE NOT ELIGIBLE TO RECEIVE CURRENT DOD IDENTIFICATION CARDS?

A10: YES. THE CAC WILL BE ISSUED TO CONUS-BASED CIVILIANS AND ELIGIBLE CONTRACTORS DETERMINED BY THEIR CONTRACT ADMINISTRATORS TO FINAL SECTION OF 02
NEED ACCESS TO FACILITIES AND COMPUTER SYSTEMS.

Q11: ARE DEPENDENTS AND RETIREES ELIGIBLE FOR THE COMMON ACCESS CARD (CAC)?

A11: NOT AT THIS TIME. DEPENDENTS WILL CONTINUE TO BE ISSUED THE DD FORM 1173, RETIREES WILL CONTINUE TO BE ISSUED THE DD FORM 2 (RETIRED).

Q12: CAN THESE NEW CARDS BE PREPARED MANUALLY?

A12: NO. THE NEW CARDS ARE ONLY AVAILABLE AS PRODUCED ON REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM (RAPIDS) WORKSTATIONS. THERE ARE NO OTHER VERSIONS OF THESE CARDS AVAILABLE.

Q13: WILL ANY OF THE OLD TYPEWRITER GENERATED PAPER ID CARDS REMAIN IN CIRCULATION AND WILL THEY CONTINUE TO BE VALID?

A13: EXISTING PAPER DD FORMS 2, 1173, 1173-1 WILL REMAIN VALID UNTIL THEY ARE NO LONGER IN CIRCULATION.

Q14: WHAT HAPPENS IF A CARD IS LOST?

A14: INDIVIDUALS WHO LOSE THEIR CARDS SHOULD REPORT THEM AS LOST TO THEIR COMMAND AND THE NEAREST RAPIDS ISSUANCE STATION. AUTHORIZED OPERATORS AT THE ISSUE STATION WILL REQUEST REVOCATION OF THE DIGITAL CERTIFICATES AND ISSUE NEW CERTIFICATES.

Q15: WHAT WILL THE CAC BE USED FOR?

A15: MANY OF THE APPLICATIONS AVAILABLE ARE UP TO THE COMPONENT. HOWEVER, AS A MINIMUM THE CAC WILL BE THE STANDARD ID CARD FOR ELIGIBLE MEMBERS OF THE UNIFORMED SERVICES, DOD CIVILIAN AND ELIGIBLE FOREIGN NATIONAL EMPLOYEES, AND ELIGIBLE CONTRACTOR PERSONNEL. IT WILL BE THE PRINCIPAL CARD USED TO ENABLE PHYSICAL ACCESS TO DOD BUILDINGS AND CONTROLLED SPACES; WILL FACILITATE A STANDARDIZED, UNIFORM APPROACH TO ACCESS TO DOD FACILITIES AND DOD COMPUTER SYSTEMS; AND WILL CARRY PUBLIC KEY INFRASTRUCTURE (PKI) IDENTITY, EMAIL, AND ENCRYPTION CERTIFICATES.

Q16: WHAT INFORMATION WILL BE ON THE CAC?

A16: EACH CARD WILL HAVE A CHIP, MAGNETIC STRIPE, AND TWO BARCODES. HOWEVER, THE FRONT AND BACK OF THE CAC WILL VARY SLIGHTLY ACCORDING TO THE TYPE OF CARDHOLDER. THERE ARE FOUR PORTABLE STORAGE MEDIA ON THE CAC: A CHIP, A STANDARD (CODE 39) BARCODE, A 2-DIMENSIONAL (PDF 417) BARCODE, AND A MAGNETIC STRIPE. THE INTEGRATED CIRCUIT CHIP WILL HOLD MOST OF THE DATA ON THE CARD WHILE THE TWO BARCODES AND
MAGNETIC STRIPE WILL ALSO STORE INFORMATION FOR SPECIFIC PURPOSES, SUCH AS USE WITH CURRENT PHYSICAL ACCESS SYSTEMS. THE INFORMATION STORED ON THE CHIP INCLUDES:

- CARD EXPIRATION DATE;
- CARD ISSUANCE DATE;
- CARD SECURITY CODE;
- DEMOGRAPHIC DATA;
- CHIP EXPIRATION DATE;
- FIRST, MIDDLE, AND LAST NAME;
- NAME SUFFIX;
- GENDER;
- PERSON DESIGNATOR;
- DOD EDI PERSON IDENTIFIER;
- BLOOD TYPE;

- GOVERNMENT AGENCY;
- NON-GOVERNMENT AGENCY;
- BRANCH OF SERVICE;
- DUTY STATUS;
- PAY GRADE;
- PAY CATEGORY;
- RANK;
- PKI FUNCTIONALITY (3 CERTIFICATES AND KEY IDENTIFIERS);
- DATE OF BIRTH;
- DOD CONTRACTOR FUNCTION CODE;
- MEAL ENTITLEMENT CODE;
- EXCHANGE CODE;
- COMMISSARY CODE;
- MWR CODE;
- NON-MEDICAL BENEFITS END CALENDAR DATE;
- CIVILIAN HEALTH CARE ENTITLEMENT TYPE CODE;
- DIRECT CARE BENEFIT TYPE CODE;
- MEDICAL BENEFITS END DATE;
- ENTITLEMENT CONDITION;
- ORGAN DONOR STATUS

IN ADDITION, THE CHIP WILL BE PARTITIONED TO LEAVE MEMORY FOR EACH SPECIFIC COMPONENT'S USE. ADDITIONAL INFORMATION CAN BE STORED ON THE CARD DEPENDING ON THE COMPONENT AND ITS REQUIREMENTS. LASTLY, THE MAGNETIC STRIPE WILL STORE THE CARDHOLDER'S SSN, GOVERNMENT AGENCY CODE, AND PHYSICAL SECURITY INFORMATION.

Q17: WHEN WILL THE COMMON ACCESS CARD (CAC) BE AVAILABLE?

A17: INITIAL ISSUE BEGAN IN OCTOBER 2000. OPERATIONAL FIELDING IS SCHEDULED TO BEGIN IN THE FIRST QUARTER OF FISCAL YEAR 2001 AND TO BE COMPLETED BY THE END OF DECEMBER 2001. THE EXACT TIMEFRAME WILL LARGELY DEPEND ON THE COMPONENT AND GEOGRAPHICAL AREA. ONE-THIRD OF CAC ISSUANCE WILL BE COMPLETED BY THE END OF FISCAL YEAR 2001; THE REST WILL BE COMPLETED BY THE END OF FISCAL YEAR 2002.

Q18: IS THERE A BACKUP OF THE DATA ON THE CAC?

A18: YES, IT IS CONTAINED IN DEERS. IN ADDITION, THE PUBLIC KEYS ARE ESCROWED IN THE CARD MANAGEMENT SYSTEM.

Q19: WHAT DO PERSONNEL NEED TO BRING TO RECEIVE THEIR CAC?

A19: FOR EXISTING MILITARY AND CIVILIAN EMPLOYEES, BRING A PICTURE ID, WORK EMAIL ADDRESS, AND A FOUR DIGIT PERSONAL IDENTIFICATION NUMBER (PIN). FOR NEW EMPLOYEES AND ELIGIBLE CONTRACTORS, ALSO BRING AN ADDITIONAL PICTURE ID AND A COMPLETED AND SIGNED DD FORM 1172-2. PINS SHOULD NOT BE WRITTEN ON THE CARD OR ANYTHING STORED WITH THE CAC.

Q20: WHERE CAN CACS BE USED?

A20: AT ALL LOCATIONS WHERE CURRENT ID CARDS ARE ACCEPTED. ADDITIONAL LOCATIONS, SERVICES, AND FUNCTIONS THAT ACCEPT OR SUPPORT THE NEW ID CARD WILL DEPEND INITIALLY ON YOUR LOCAL COMMAND.

Q21: HOW SAFE IS THE INFORMATION STORED ON THE CHIP?

A21: TO ACCESS THE INFORMATION ON THE CHIP REQUIRES THE CARDHOLDER'S PIN AND SYSTEM ACCESS TO THE APPLICATIONS THAT INTERPRET THE INFORMATION.

Q22: WHAT IF A CARDHOLDER FORGETS HIS/HER PIN?

A22: THE CARDHOLDER HAS THREE CHANCES TO ENTER THE PIN CORRECTLY. AFTER THE THIRD TIME, THE SYSTEM WILL LOCK THE CARDHOLDER OUT AND THE CARDHOLDER NEEDS TO RETURN TO A CAC ISSUANCE STATION TO HAVE THE CARD "UNLOCKED."

6. POINTS OF CONTACT: THE OASD(PA) POC FOR MEDIA QUERIES IS MS. SUSAN HANSEN, COMMERCIAL (703) 693-6858, DSN 223-6858, EMAIL SUSAN.HANSEN@OSD.PENTAGON.MIL <mailto:SUSAN.HANSEN@OSD.PENTAGON.MIL> .

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